

Central Kansas Christian Academy



STUDENT HANDBOOK

Updated March 2024

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VISION

To prepare young people to excel in this world both academically and spiritually.

MISSION

Central Kansas Christian Academy provides a quality Christian education by partnering with families to prepare students in developing their relationship with God and achieving academic excellence.

STATEMENT OF PHILOSOPHY AND PURPOSE

Central Kansas Christian Academy is dedicated to teaching students to know, honor and love Jesus Christ by training them on the promises God gives us in His Word and impressing God's commandments and values on their hearts. A crucial part of the education process is learning not only about God, but how to have a personal relationship with Him.

Proverbs 22:6: "Train up a child in the way he should go, and when he is old he will not depart from it. "

Proverbs 3:5-6: Trust in the LORD with all your heart; and lean not to your own understanding. In all your ways acknowledge him, and he shall direct your paths.

Romans 8:28: And we know that all things work together for good to them that love God, to them who are called according to his purpose.

SCHOOL OFFICE INFORMATION

School Website	www.ckcacademy.com
School Phone Number	620-792-3477
School Secretary Email	office@ckcacademy.com
School Administrator Email	sherry.pruter@ckcacademy.com
Office Hours	7:45 a.m. - 4:00 p.m.

PRIVACY OF STUDENT INFORMATION & MANDATED REPORTING

CKCA is committed to preserving the privacy of information and safety for the students and their families. Any parent or legal guardian may request information of their student(s). However, others will only be given information with written parent consent. Parents wishing to give consent to release private student information may do so by signing an Authorization Form in the school office. At that time the parent will specify the type of information which can be released, as well as the person or persons authorized to receive the information.

All employees of Central Kansas Christian Academy are mandated reporters of child abuse, neglect, or exploitation. Any known or suspected abuse or neglect will be reported to the proper chain of command and will be followed up with a report to the Kansas Protection Report Center by calling 1-800-922-5330 or filing a report online at www.dcf.ks.gov.

STUDENT ARRIVAL TIME & PROCEDURE

Arrival time 7:40 - 8:10 a.m.

Please do not drop off your child before 7:40 a.m. unless prior arrangements have been made.

When dropping off students, drive up parallel to the cafeteria door and have students exit the vehicle on the passenger side to avoid entering the flow of traffic. This lane is for unloading only. If you need to park or come into the building please park on the east side of the parking lot to prevent obstructing the flow of traffic.

DISMISSAL TIMES & PROCEDURES

Kindergarten	3:20 p.m.
1 st through 8 th grades	3:30 p.m.

Unless prior arrangements have been made with the administrator, kindergarten students must be picked up no later than 3:30 and 1st-8th grade students by 3:40 p.m. Early dismissal days (noon) all students need to be picked by 12:10 p.m. unless prior arrangements have been made. Kindergarten dismisses at 11:50 a.m. on early dismissal days. Frequent abusers will be asked to meet with the school administrator.

When picking up students, please park diagonally along the front of the school and parallel park on the street side. Additional parking is available north of the gymnasium in USA Gym's parking lot.

Kindergarten students are dismissed to an authorized adult at the Kindergarten door.

First and Second grade students will be dismissed to an authorized adult at the main entrance. For safety, students will remain in the building until their ride is present. Any person picking up a student (after school, appointments, etc.), must be on the student's authorization list located in the office.

Third and Fourth grade students are dismissed from the cafeteria doors.

Fifth through Eighth grade students are dismissed through the gymnasium doors.

ATTENDANCE POLICY

Teachers will keep a record of daily attendance.

TARDIES – Prompt arrival at school is expected of all students. Late arrival disrupts the class and causes loss of instructional time. Students will attend Morning Prayer beginning at 8:10 a.m. Any student that arrives after 8:10 is considered tardy and must report to the office for a tardy slip. If your child arrives late, but wishes to eat hot lunch at school, please notify the office by 8:45 a.m. to ensure that a hot lunch will be ordered. If the student arrives after 10:20 a.m. the student is considered absent ½ day. After a student has accumulated five **unexcused** tardies in a semester, a \$25 fine per each additional tardy will be assessed to your student's account. If a student is absent (excused) for less than 2 hours during any point during the day, the student will receive an excused tardy.

ABSENCES - Please notify the school before 8:10 a.m. if your child will be absent. It is the responsibility of the parent/guardian to notify the office or teacher concerning absences. When a student is absent and parent/guardian contact has not occurred, the school will attempt to make contact to determine the reason for the absence. If no contact is made, this will be considered an “unexcused” absence. When you know your child will be absent in advance, pre arrangements need to be made with the office and/or teacher and makeup work done according to policy. If a student is absent for 2-3 ½ hours the student is counted absent for ½ day. If they are absent 3 ½ hours or more it will be counted as a full day. If a pattern of tardiness or absences is apparent, the parents will meet with the school administrator and teacher to develop an improvement plan.

EXCUSED ABSENCES – All Excused Absences will fall within the following categories:

- Illness or disability of the student, a doctor’s note will be required for continued absences
- Professional appointments for medical or legal purposes
- Serious personal or family situations
- Approved school related activities
- Other circumstances, including but not limited to vacations, which satisfy the following conditions:
 - Arrangements to makeup missed work have been made with the respective teacher(s) and administrator prior to the absence.
 - A maximum of five consecutive days will be allowed
 - No more than two events in this category of excused absences in an academic year

UNEXCUSED ABSENCES – When students are absent and parental/legal guardian contact is not made with the school by 8:10 a.m., the absence is deemed unexcused. If your student’s absence does not fall into one of the categories above, your student will receive an unexcused absence. Students who miss an excessive number of days will be unexcused unless the absences are substantiated by a doctor’s note or a parent/legal guardian’s note regarding family emergency. A note will be required if one of the following conditions are met:

- A student is absent three consecutive days due to illness or family emergency
- A student is absent five or more days during a semester due to illness or family emergency
- If the School Board deems an excess number of sick days have been reported, further action may be taken at their discretion.

MAKEUP WORK – All school work shall be made up in a prescribed time. Students with unexcused absences are to complete makeup work within one school day after returning to class. Students with excused absences are to complete makeup work within two school days after returning to class. Students with prearranged excused absences shall be required to submit completed work upon return to school. Failure to makeup assignments may result in receiving a 0 on the daily work. Exceptions and special arrangements may be allowed with the approval of the teacher.

TRUANCY – According to Kansas law, a number of conditions can constitute truancy. A student is truant if they are between the ages of seven and eighteen and missed three consecutive days in a row without an excuse, five unexcused absences in a semester or seven unexcused absences in a school year. A student who meets any of those conditions can be reported for truancy. For more information please visit www.ehow.com/list_6769754_kansas-truancy-laws.html#ixzz1xWBhGy2w

LUNCHES

Lunch is purchased through the school office and may be purchased in any amount. A reminder will be sent home with the child(ren) when their lunch account balance is low or out. **ALL LUNCHES MUST BE PAID FOR IN ADVANCE.** Once your lunch account balance reaches zero (\$0.00), a sack lunch MUST be sent or funds added to the account.

If for some reason your child is tardy and plans on eating a hot lunch, **YOU NEED TO NOTIFY THE OFFICE BY 8:45 a.m.** If your child signs up accidentally to take a hot lunch and we are not notified by 8:45 a.m. that a change is needed, the child's account will be charged for lunch that day.

Parents or guests are allowed to eat with students on **Fridays ONLY**. Hot lunch is NOT served on Friday so any guests attending need to provide their own lunch. The office will still need to be notified no later than 8:45 a.m. if you plan to attend lunch with a student.

If your child signs up for lunch, but leaves school sick, your account WILL NOT be charged for lunch that day. If your child signs up for a lunch and leaves for a scheduled appointment and misses lunch time, their account WILL be charged unless we are notified prior to 8:45 a.m.

The cost of lunches for students and staff is \$3.00 and available Monday through Thursday. On Fridays, students and adults need to bring a sack lunch. Additional milk is \$.50 each and will be charged to your child's lunch account balance. Lunch is NOT served on early dismissal days (noon).

When sending money to be applied to student accounts, whether for lunches, tuition, book fees, etc. please indicate which child(ren), grade and what the money needs to be allocated. We accept cash, check, and credit/debit cards. If paying by credit card, a 3% processing fee will be added. If you would like to make a payment with a credit card by phone, please contact the school office at (620) 792-3477.

FEES & TUITION

Book fees & half of enrollment fees are due May 1st. This payment holds your spot and indicates your desire to enroll your child at CKCA for the following school year. Book fees will fluctuate with current curriculum prices. The remaining enrollment fee balance is due at August enrollment. Enrollment fees pay for a variety of supplies and services, including but not limited to: music, art, computer lab, snow removal, internet, ACSI requirements, Iowa Assessment testing, e-walk through (teacher fidelity), CurriculumTrak, and Acadience Benchmark testing.

Student Fees K-8th:

Book Fees*	\$275 (\$300 after May 1 st)
Enrollment Fees*	\$200 (\$100 due May 1 st / \$100 due August Enrollment)

A new student may enroll on a trial basis. Enrollment fees must be paid prior to starting the trial, and the tuition will be prorated for the 2-week trial. If they stay for one week or less, they will be reimbursed for the second week. If they stay for one full week and only part of the second week, they will be charged for both full weeks. After the 2-week trial, if in agreement by both parties, tuition and book fees will then be paid.

*Book and enrollment fees are all non-refundable and are separate from/not included in tuition payment plans/discounts/scholarships.

Student Tuition:

Full-day Kindergarten through 8th Grade	\$ 3,899.00
Paid in one payment (3% discount - cash or check only)	\$ 3,782.00
Paid in 9 monthly payments (August-April)	\$ 433.22

Tuition is due by the 1st of each month (Aug-April); all accounts not paid by the 10th are considered delinquent. Communication with the school administrator is required if financial difficulties arise. At the close of the business day on December 10th (or Friday before if on a weekend), all accounts must be current unless prior arrangements have been made. **If prior arrangements have not been made and if the account is not current, your student will not be allowed to return for the spring semester. All student accounts must be paid in full by the April 1st tuition deadline of the current school year.** We accept cash, check, and credit/debit cards. If paying by credit card, a 3% processing fee will be added to the transaction. If you would like to make a payment with a credit card, please contact the CKCA Office (620) 792-3477.

CKCA offers a discount to families with two or more children attending. This discount is only available for children currently attending kindergarten through eighth grade:

Second Child Discount - 5%

Third Child Discount - 10%

Fourth (and subsequent) Child Discount - 15%

Please be aware that the TRUE COST of attending Central Kansas Christian Academy is approximately \$5,000 per student.

Each student essentially receives a scholarship gift of \$1,100 per school year. The school board feels that this gift is necessary to keep the cost of tuition at an affordable level. CKCA will continue to keep tuition as cost effective as possible and give thanks to those who help make up the difference. Donations above your tuition are greatly appreciated, and are tax-deductible.

SCHOLARSHIPS

CKCA does not directly offer scholarships to students. However, some students are assisted with tuition from scholarships individually obtained through various sources. Possible sources of scholarships are: private donations, home churches, Golden Belt Community Foundation, Lasting Life Ministries, and Community Service Scholarship. Families interested in seeking scholarship assistance may do so by contacting the school office. Scholarship applications are due by May 1st of the preceding school year. Applications received after the deadline may be placed on a waiting list.

KINDERGARTEN STUDENTS

To be eligible to enter Kindergarten, students must be five years old or will turn five by August 31st of the current enrolling school year. CKCA only offers full days of Kindergarten. Students will have a brief nap time after lunch.

MID-YEAR TRANSFERS

Parents may request to transfer a student to Central Kansas Christian Academy from another school after the beginning of the normal school year. Each student will be given a placement assessment test by the administrator and reviewed with the respective teacher. Grade placement will be determined by test results. All transfer students are required to pay all book and enrollment fees and current month tuition upon enrollment.

HOME-SCHOOL PARTICIPATION

Home-schooled students may participate in PE, Art, Music, Band, and Computer programs. Home-school students must enroll at the beginning of the semester and participate throughout the year. The classes are graded and state attendance requirements apply. There is a fee of \$135 for Art and Computers and \$200 for Music, Band and Physical Education per student per semester for each class taken. Students will be required to wear school uniforms and abide by all school rules.

CHANGE OF ADDRESS

Parents are asked to report any changes of address, telephone number, email, etc. immediately to the school office, in writing. This will ensure the school's ability to contact parents in case of an emergency.

PARENTS, VISITORS AND SECURITY

Parents are a vital part of our school and are encouraged to visit the school and their student's classroom. Please make prior arrangements with the classroom teacher and/or office for any classroom visits. The front doors will be locked during all hours. Anyone wishing to enter the building may push the buzzer on the north side of the main entrance and a staff member will unlock the door remotely. Students are NOT allowed to open any door to a visitor. **We ask that all visitors (including parents) sign in/out in the office.** This includes anyone who is eating lunch with their child or wants to spend time with them at recess. Days to eat lunch with your student are reserved for Friday ONLY.

Students who desire to have a visitor (another student) attend school with them must have prior approval by the administrator and the student's teacher. The visiting student must be within one year of the CKCA student. The visit will be no longer than two full school days. The visitor is not required to wear a school uniform but will be required to wear street clothes meeting CKCA standards.

The school has been equipped with numerous security cameras and is monitored before, during, and after regular school hours.

TELEPHONE CALLS

Should it be necessary to get a message to a student, the office staff will contact the teacher who will in turn give the message to the student. Under no conditions should a student be contacted by a parent, guardian, or friend during school hours on the student's communication device. We feel very strongly about not disrupting a child's classroom time. If a parent needs to speak with a child's teacher, a message will be given to the teacher to return the phone call at his/her earliest convenience.

COMMUNICATION DEVICES

Students who bring communication devices to school must leave them in their backpacks and on silent mode. Permission must be obtained from a teacher or principal before any student can receive or make a phone call in the office. Any student using a communication device under any other circumstance while on campus, will have the device confiscated and returned directly to the student's parent or legal guardian. The term "communication device" includes but is not limited to: cell phones, smart watches, Gizmo, Walkie-Talkie, and any other form of contact to individuals inside or outside the school building. Communication devices, computers, chrome books, iPads, etc., may not be used for any immoral or illegal purposes while the student is on campus.

SOCIAL MEDIA

Parents and students are asked to use caution while using social media. Central Kansas Christian Academy (CKCA) recognizes the fact that social media falls under our constitutional right for freedom of speech. However, the CKCA School Board reserves the right to expel any student for a period of time as determined by the school board, for comments made by a student or parent that do not show good Christian character or directly slander the school.

"Get rid of all bitterness, rage, anger, harsh words, and slander, as well as all types of evil behavior. Instead, be kind to each other, tenderhearted, forgiving one another, just as God through Christ has forgiven you." Ephesians 4:31-32

PARENT-TEACHER CONFERENCES

Communication is the key to a student's success. Parent-Teacher conferences will be held twice during the school year. Teachers will schedule a conference time with each parent at a mutually convenient time. If you are unable to attend the suggested conference time, please notify the classroom teacher and another time will be scheduled. If additional meetings are required they will be scheduled at the teacher's and parent's convenience.

EMERGENCY DRILLS/SAFETY PRECAUTIONS

An emergency evacuation plan is posted in the classroom. Practice drills for various types of emergencies, such as fire, tornado, and other threatening situations, will be conducted periodically in accordance with state statutes. The drill procedures will be explained to staff and students at the beginning of each school year.

CANCELLATION OF SCHOOL

CKCA reserves the right to close when the safety of our students and staff warrants closure. The administrator or school board may also elect separately to close due to weather conditions. School will be canceled when significant safety risks have been determined. If a parent or legal guardian considers weather conditions unsafe, he or she may choose to request absence or early dismissal of their children with no penalty. School closings will be announced through the following media:

Flocknote (CKCA community-wide communication program), CKCA Facebook Page

STANDARDIZED UNIFORM DRESS CODE

Based on guidelines of modesty, simplicity, neatness and safety, a standardized dress code is in place for all students (“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies.” 1 Corinthians 6:19-20). It is the responsibility of students, under parental supervision, to dress according to this policy and the responsibility of Teachers and Administration to enforce it. The Administration reserves the right to prohibit certain items as necessary during the school year, and the Governing Board reserves the right to modify the dress code as needed. **Clothing must be neat, clean and in good repair.**

Shirts

- Traditional short or long sleeve shirts in polo, oxford or turtleneck.
- Shirts must be any **solid** color.
- Contrasting trim is not permitted.
- Shirts must be tucked in.

Sweaters, Sweatshirts, and Jackets

- Approved styles are zip-down cardigan knitted sweater, crew neck sweaters, sweater vests, sweatshirts, and fleece pullovers.
- Hoodies must be solid in color or CKCA-webstore apparel. (small logos are acceptable)
- Sweaters and sweatshirts must be worn over a tucked in dress code shirt. (see "Shirts") They must be no longer than waist/hip length, with the majority of the exterior of the jacket being one solid color. The interior of the jacket will also be solid in color, but contrasting color is allowed. Heather coloring is also allowed either on the exterior or interior. No more than two colors are allowed on jackets and sweaters.
- Outerwear garments (coats, etc.) can be in any color or style desired, but may not be worn in the classroom.

Pants, Shorts, Skorts, Jumpers and Skirts

- Approved colors: navy and khaki (a shade of tan).
- Pants must have a hem and may not drag on the ground.
- Clothing must be free of stains, holes and fading.
- Pants or shorts may not be worn below the waist.
- Short, Skort, Dress and Skirt length should be no more than 3 inches above the knee.
- Capris, cargo pants/shorts and corduroys are allowed.
- No spandex or stretch pants like leggings/jeggings for uniform pants are allowed.
- Shorts or leggings **must be worn under all** skirts and dresses, if not already built in.

Socks, Tights and Shoes

- Socks or tights (solid color only) must be worn at all times.
- Sandals and backless shoes are permitted (heel strap not required), provided they are worn with socks or tights.
- Please keep safety on the playground and at recess in mind when choosing school shoes.

Dress Down Days

- Some first Fridays are 12:00 dismissal instead of 3:30 p.m. On these Fridays, students may wear street clothes to school.

- Other dress down days will be on the school calendar.
- On any dress down day, regular requirements for modesty and safety will still be expected, i.e. socks/tights must be worn, midriff must be covered, and leggings/tights/jeggings may only be worn with shorts/skorts/skirts/dresses that should be no more than 3 inches above the knee.
- Spaghetti strap or off the shoulder shirts as well as cutoffs or sleeveless shirts are NOT allowed.
- **Field trip days will be the standardized dress code** unless otherwise announced.

The following guidelines are always in effect:

- Body piercings, tattoos and artificial nails are not permitted.
- Girls are permitted to wear only stud-type earrings.
- Boys are not permitted to wear earrings or finger nail polish.
- Limited and appropriate jewelry is permitted.
- Wild or extreme hair styles or colors are not permitted.
- Boys and Girls must keep their hair neat and combed.
- Boys must keep their hair cut above the collar and the eye brows.
- Hoods and hats may not be worn in the building.

Consequences of Uniform Violation

First Violation: Corrected with clothing from the uniform cabinet or clothes from home.

Second Violation: Corrected and a note sent home which must be returned the next day with a parent’s signature.

Third Violation: Corrected and the student will be sent to the administrator.

Consequences of Dress Down Day Violation

First Violation: Parents will be called to bring their student the proper clothing and student forfeits the next dress down day.

Second Violation: Student forfeits dress down days for the rest of the school year.

UNIFORM CABINETS

Uniform cabinets are located in the boys’ locker room and a key is available in the office. Parents may donate outgrown uniform clothing that’s in good condition (no stains, holes, faded clothing etc.). These clothes are then organized and available for others to purchase throughout the school year in exchange for a donation to the school. Please make checks payable to CKCA-PTF.

BULLYING POLICY

CKCA is committed to providing a positive and productive learning environment free from bullying. Bullying is a repeated or potentially repeated aggressive misuse of power towards another person or a person’s property. Bullying can be verbal, physical, social and/or psychological. Bullying can happen in person, in written form or electronic. Bullying of any type by any individual student or group of students will not be tolerated at CKCA. Bullying against individuals associated with the school is

prohibited, whether or not the bullying occurs on school grounds. Any student who believes he or she has been subject to bullying, has witnessed, or has knowledge of an alleged act of bullying should report it to a teacher or administrator. The teacher or administrator shall discuss the complaint with the student to determine if it can be resolved. All complaints received will be investigated to determine whether the alleged behavior constitutes bullying as defined above. If the complaints are validated, parents of all parties involved will be notified and disciplinary measures will follow the school-wide discipline plan.

CHEATING POLICY

When cheating has occurred, a meeting will be set up between the student, parents, and the teacher. The administrator will be notified. If the problem persists after the initial violation, a separate meeting with student, parents, and teacher will be held and will include the administrator.

SCHOOL-WIDE DISCIPLINE PLAN

A record of behaviors requiring correction will be kept by the student's teacher, however, any staff member may report infractions. This infraction record will be in effect for the entire school year. Each parent and student will sign an acknowledgement of understanding for this policy each school year.

Behavior Examples Leading to Consequences (not limited to those listed)

Disrespect to Adults/Peers:

- Talking back
- Put downs/name calling
- Refusal to comply with instructions
- Disrespectful gestures or body actions
- Inappropriate comments
- Disruptive behavior

Fighting:

- Hitting
- Biting
- Kicking
- Any use of weapons

Verbal Assault:

- Threats
- Obscene language or gestures
- Ridicule
- Bullying

Not Accepting Responsibility for Own Actions:

- Lying
- Cheating
- Stealing
- Blaming others for own misconduct
- Destroying property
- Failing to be prepared to learn

Discipline Steps

Teachers and the Administrator may choose to skip steps in the plan, depending on the severity of the infraction involved. The Administrator may choose, at his/her discretion, to discuss any specific student issue with the Governing Board at any step.

First Violation: Handled at teacher discretion. Depending on the severity of the action, the teacher

may determine that a more severe consequence is warranted.

Second Violation: Loss of recess time

Third Violation: Loss of recess time AND time will be spent in the principal's office writing a letter of explanation. The parents will be called.

Subsequent violations may be any of the following:

- Counseling or extra work
- Out of School Suspension
- In School Suspension
- Meeting with the School Board*

*In this case, the School Board will decide an appropriate remedy for the behavior, which could include counseling, extra work, or expulsion. The decision of the Board is final.

PARENT/STUDENT GRIEVANCE POLICY

CKCA staff is open and available at mutually agreed conference times to discuss any issue of concern with parents or students. All contacts should be made during school hours to set a convenient meeting time. Please follow the Biblical principle as taught in Matthew 18:15-17. "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."

Issues could involve parents or students having questions, comments or complaints. Another possibility is where a teacher or principal needs to discuss questions, comments or complaints with a parent or other individual concerned with the school. In any case, the following procedure should be followed:

1. The concern should **initially be addressed with the person most responsible**. Example: classroom issues should begin as a discussion with the teacher. Building issues should go to the administrator. Policy issues should go to the school board. Concerns regarding student or parent situations will be discussed with the parents involved.
2. A time should be scheduled to meet face to face. Common courtesy suggests that calling a teacher or the administrator at home to complain is an intrusion of their family time, therefore, these requests should be made during school hours.
3. Everyone is encouraged to set a mutually agreed time and an appropriately private place to hold these discussions.
4. If a teacher issue is not able to be resolved with the teacher, the administrator should be contacted to mediate a meeting with the involved parties. If unable to resolve the issue at that level, a meeting with the Governing Board or its representatives will be arranged.

IMMUNIZATION & SCHOOL PHYSICALS

It is our practice to follow the guidelines for immunizations outlined by the Department of Health & Environment. If parents choose to seek an immunization exemption for medical or other reasons, they may do so by submitting the exemption application to the office. A school physical for any new student is required prior to the start of the school year. An annual sports physical may be required if participating in sports.

RE-ADMITTANCE FOLLOWING CONTAGIOUS DISEASE

Parents and school personnel are requested to follow the guidelines for re-admittance following certain illnesses. Students not following the guidelines will be sent home until it is acceptable to return to the classroom. Parents are also requested to report to the school a student's exposure to a communicable disease or illness. Staff members can then observe students for symptoms and carry out necessary isolation.

Fever – 100° or above; a child should be free of fever for at least 24 hours without medication before returning to school.

Vomiting – may return after the vomiting has ceased for 24 hours and has returned to pre-illness condition.

Chicken Pox & Hand, Foot, Mouth Disease – out of school from the onset of the illness; and/or all skin lesions must be dry and have scabbed prior to the return of school AND must have a signed permit from a doctor.

Head Lice – may return to school only after completing treatment and all nits removed.

Pink Eye (Conjunctivitis) – may return 24 hours after treatment AND when discharge from the infected eye has ceased.

Influenza –after testing positive for influenza, students may return 24 hours after unmedicated fever is gone or as determined by a physician.

A physician's note is required for any student who has been absent from school for the following conditions: (including, but not limited to)

- Meningococcal diphtheria meningitis
- Measles, Rubeola or Rubella (Usually 7 days after rash appears)
- Mononucleosis
- Mumps (After swelling has gone down – usually 10 days)
- Poliomyelitis
- Ringworm
- Smallpox
- Scabies
- Staph Infection
- Strep infection
- Tuberculosis
- Typhoid Fever
- Whooping Cough

*A doctor's note is not required for re-admittance after absence due to other illnesses such as surgery or injuries, but is needed for clearance of any activity participation.

MEDICATIONS

CKCA has the following policy regarding student medications. This policy applies to all grades.

1. Before any prescription medication or over the counter medication can be self-administered, an “Authorization for Administration of Medication” form must be on file in the office.
2. Medications must be in the original properly labeled container.
3. If the medication is for the treatment of, or management of, asthma, diabetes or anaphylaxis episodes, the health care provider must provide a written plan for medication use by the student during school hours in addition to the above items.
4. All teachers responsible for the student’s supervision shall be notified that permission to carry medications and self-medicate has been granted.
5. The parents of the student will comply with any requirements imposed by CKCA concerning self-medication.

LIBRARY AND TEXTBOOK POLICIES

CKCA is blessed to have a library for CKCA students. The mission of the CKCA Library is to teach students how to be effective and creative users of information so they are equipped to serve, lead, and transform their world while upholding Christ and affirming our Biblical beliefs. The librarians work in partnership with faculty members to develop the collection as well as to enhance the learning experience outside of the classroom and to develop a life-long love of reading and learning.

Books may be checked out by students on the library day established each year. The books must be returned on the date due. Reference books may not be taken from the library. Any book that is returned damaged will be charged back to the student’s parents at the replacement cost. The manner of purchase of the book is at the librarian’s discretion and will determine the amount charged. This bill must be paid before the student will be allowed to check out any more books and must be paid before the end of the current school year. The damaged book will remain the property of the CKCA library.

If a parent objects to a book, the book is to be returned to the librarian with a brief note stating the reason for the objection. The book will be reviewed by the Librarian and if necessary presented to the administrator. When donating to the library, please donate only books in good repair.

Other than consumables, all textbooks are checked out to students on a year-by-year basis. Should a book be damaged beyond normal care and use, parents of the student are responsible for the cost of replacement. Upon yearly enrollment, each parent is required to read and sign off on CKCA’s Library Agreement under Student Forms.

INTERNET ACCEPTABLE USE POLICY

CKCA believes that the internet has much to offer students in its wide variety of resources. It is our goal to educate students about efficient, ethical and appropriate use of these resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum.

To protect the innocence of our students while using the Internet, we use software to filter sites that are objectionable for content, language or a variety of other things that the School Board has defined

as inappropriate. Upon yearly enrollment, each student and parent is required to read and sign off on CKCA's Computer & Internet Release form (see Computer & Internet Release Form).

It is to be understood that Internet access for the students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow CKCA's rules. I will strive to apply Philippians 4:8 to my electronic communication: "Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."

The Internet user is held responsible for his/her actions when using the Internet. Unacceptable uses of the network will result in the suspension or revocation of these privileges. Unacceptable uses include but are not limited to:

- Using the network for any illegal activity.
- Using the network for accessing any pornographic or otherwise inappropriate sites.
- Degrading or disrupting the equipment or system performance. Any security problem must be reported to the teacher and not shared with other users.
- Accessing or vandalizing the data of another user, with or without that user's permission.
- Gaining unauthorized access to resources, including attempting to get around the filter installed on a computer with Internet access.
- Invading the privacy of individuals.
- Posting personal communications without the author's consent or posting information containing information not meant to be made public.
- Posting rude or inappropriate messages.
- Downloading viruses or attempting to avoid virus protection programs.
- Violating the spirit of the CKCA mission statement.
- Any type of chat, instant messaging, social media, or personal e-mail. (School projects may be sent to and from home with the supervision of the teacher.)
- Obligating CKCA in any way, financial or otherwise.
- Disclosing personal information to websites or people through the Internet. This includes requesting magazines, catalogs, etc.
- Inappropriate use of resources resulting in plagiarism.

The Internet user and his/her parents must understand that the student uses the Internet at his/her own risk. Considering the provisions mentioned above, CKCA cannot assume responsibility for:

- The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
- Costs that the student may incur if they request a product or a service for a fee.
- Any consequences of disruption in service that may result in lack of resources, though every effort will be made to ensure a reliable connection; there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
- Privacy of electronic communications. The Administration reserves the right to investigate possible misuses and to monitor any communications coming through CKCA computers.

LOCKERS

6th – 8th grade students are assigned a locker at the beginning of the school year. The assigned locker will be that student's locker for the entire school year. Each student may supply his/her own combination lock for the locker and supply the combination code to the teacher. The school reserves the right to open a student's locker at any time. The most common reason for this would be to secure homework materials for an authorized person to pick up. Lockers may not be used to store any illegal or immoral items.

CKCA SCHOOL BOARD

The CKCA School Board holds meetings on the third Tuesday of each month (except for June and December, at 6:30 p.m. at the school. Any interested person is welcome to attend as a guest.

PARENT-TEACHER FELLOWSHIP (PTF)

PTF serves the school, teachers and students through different social, financial, and service avenues. Meetings are held the first Tuesday of each month (Except June & December), at 6:30 p.m. at the school. All are invited to attend and help this very important group.

PTF organizes a few school wide fundraisers throughout the year (typically 2 major fundraisers) to provide classroom money for teachers, purchase playground & classroom equipment, teacher appreciation, school parties, field trips and much more.

BOOSTER CLUB

The Booster Club provides concessions for basketball games and tournaments. All funds raised by the Booster Club are used to finance the Athletic Department.

CKCA ATHLETICS

CKCA offers basketball to eligible students in 3rd through 6th grade and cheerleading for 4th through 8th grade. Prior to participation in any athletic activity, **a consent form and a sports physical must be signed and returned to the coaches or office.** A sign-up will be available upon announcement.

All team members will be treated equally, according to athletic ability and active participation in practices. At the coach's discretion, a student may be ineligible to play games, practice, etc. A set fee will be charged per student per sport to cover expenses. All athletes will be required to return their signed uniform contract by the set deadline in order to participate. Following the season, each athlete will be held responsible for the return of his/her issued team uniform, clean and in good repair, within one week of the conclusion of the season OR at the designated check-in date (See Student-Athlete Uniform Contract).

CKCA Middle School Students (7th/8th grades) may participate alongside the school district they live in for all sports & activities not offered at CKCA.

Parents are responsible to pay the participation fees of each sport as set by the district they are participating in. Transportation is the responsibility of the student's parent(s) or guardian(s) to take and pick up their child from practices and take their child to games. If a student has a grade below a C-

or 74% on the previous Friday, they will not be able to attend practices/games for the following week.

Additionally, the Golden Belt Homeschool league has invited Middle School students to compete in their Christian League. All fees and transportation are the responsibility of parents of students who participate.

STUDENT ATHLETE ELIGIBILITY GUIDELINES

Students are required to maintain every subject at a minimum of 74% to be eligible to practice or participate in sports. All homework must be current and up-to-date. Each participant will be required to obtain weekly progress reports from each teacher to verify eligibility. Parents are always free to choose a higher standard as appropriate for their family.

If a student becomes ineligible, the progress report will be sent home by the teacher indicating the reason for ineligibility. The notice is normally sent on Friday. The ineligibility takes effect on the Monday after the report is issued. If the student meets the grade standard before the end of the school day on Friday of the probation week, the student will become eligible again on the Monday after the new report is issued.

The student is required to notify his/her coach of ineligibility on that Friday (or the next practice or game), and take the eligibility form home for parent notification. The student may not participate in any games during this time.

A student must be in school during the day in order to participate in practice or in a game. An excused part-day absence for a doctor or dentist appointment is acceptable.

NON-DISCRIMINATION POLICY

Central Kansas Christian Academy is first and foremost a religious institution, and religious considerations will inform decisions made with respect to the operation of its school, including the hiring and firing of staff, selection of volunteers and vendors, and provision of services. It is the policy of Central Kansas Christian Academy to maintain a school environment that is free from any form of discrimination based on any characteristic that is protected by law.